

ATTACHMENT

SUMMARY

TRANSPORTATION STUDY OF CARGO DOCUMENTATION PROCEDURES

1. PROBLEM

To examine current procedures for documenting cargo shipments and to eliminate unnecessary functions.

2. FACTS BEARING ON THE PROBLEM

a. The principal Agency supply and transportation documents are:

(1) Requisition - Form 88 (Tab A)

(2) Shipping Document - Form 291 (Tab B)

b. Approximately 30% of shipments are made by parcel post. Of the remaining 70% a small percentage is dispatched by courier pouch, some by Agency truck for local delivery and the balance by commercial carriers representing all modes.

c. A change in procedures has been initiated by Supply Division and some consolidation of requisition line items is being accomplished. As a result of these changes, greater consolidation of cargo shipments can now be effected by Transportation Division.

3. DISCUSSION

a. (1) The Form 88 from the customer is normally submitted through the operating division Logistics Officer, except for about 1% submitted through [REDACTED]. The initial depot processing of the Form 88 is shown in Tab C. The Form 88 is used within the depot as the master document for preparing all issues for shipment. An information copy is sent to the Logistics Officer concerned indicating the status of each line item on the requisition. A properly annotated copy of the Form 88 is furnished the consignee.

(2) The Form 291, used by the Cargo Branch/ED as a source of cube, weight, and packing information, is prepared at the depot.

It is then submitted to Cargo Branch for addition of shipping data and for distribution as itemized in Tab D. This document is used as an accounting document for reporting and charging cost of supplies and transportation and as a notice of shipment to those concerned.

(3) Document flow among Headquarters, [REDACTED] and Transportation Division is portrayed by flow chart, Tab E.

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b. The Supply Division states that about 49% of requisition line items move via parcel post. Each parcel post shipment requires a delay in shipment of from two to three days during which the Form 291 is sent to Cargo Branch for preparation of a shipping label. In some cases this delay may exceed three days.

c. The depot strives toward combining issues into consolidated packing units. To improve the efficiency of the intra-depot operation, a Shipment Planning Group has been established on a trial basis. This committee is made up of one representative from the Storage Branch, one Depot Stock Control Branch representative and one Packing and Crating Branch representative. The committee meets daily and programs the workload for one day's operation on a five-day lead basis. The committee is, in essence, a production control staff. One of the principal objectives of this committee is to consolidate issues. Since the end product of the entire depot operation is to introduce requisitioned supplies into the transportation system, it appears that materiel should be made available at the earliest possible point in the cycle to insure maximum saving in transportation costs through consolidation. The most logical point at which this should be done is within the [REDACTED].

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#### 4. CONCLUSIONS

a. At present a Form 291 is prepared (except for local shipments) for each requisition regardless of mode of shipment. The information on the Form 291 duplicates the basic information listed on the Form 88. In the case of consolidated shipments, it is believed that a single Form 291 could be prepared for the entire shipment. It is also believed that properly annotated copies of the Form 88 could be distributed to all concerned with parcel post and pouch shipments, thus eliminating the preparation of the Form 291 completely for this category of shipment.

b. In the case of parcel post and pouch shipments, after the initial review of the Form 88 within the Transportation Division, it is concluded that the remainder of the documentation and preparation for shipment could be done within the [REDACTED].

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c. The entire shipping cycle could be simplified if the [REDACTED] were to be placed within a [REDACTED] under the Transportation Division.

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##### 5. RECOMMENDATIONS

a. That the preparation of individual 291's for each increment of a consolidated shipment be discontinued.

b. That the consolidated 291 be annotated with requisition numbers, voucher numbers, fund citations, and line item numbers, thereby reducing the transportation need for attached Form 88's as supporting documents for fiscal purposes. See Tab F, containerized consolidated shipments and Tab G, multiple container consolidated shipments.

c. That a sterilized copy of the Form 88, rather than the Form 291 be used as the report of parcel post shipment to the consignee.

d. That preparation of 291's for parcel post shipments be discontinued.

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e. That a [REDACTED] be established within the depot to include the functions and personnel now assigned to the [REDACTED] (Tab H).

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f. That parcel post shipment documentation be accomplished by the Transportation Section.